

Instructions For



WRITE NOW!
Professional Word
Processor for the C-64™



313 Mathewson • Wichita, Ks. 67214

WRITE NOW! /64 - INSTRUCTION MANUAL

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INTRODUCTION

WRITE NOW! was designed to provide you with an easy to use inexpensive word processor that provides the most desired features of an expensive word processor while being simple to learn and efficient to use. WRITE NOW! is written completely in machine language to eliminate the slowness found in some word processors. WRITE NOW! also uses screen oriented editing so it does not require the cumbersome editing modes required by other word processors.

The text of this instruction manual was composed and printed using WRITE NOW! with a Commodore 64, a 1541 disk drive and a CARDCO, Inc. LQ/1 letter quality printer. We hope you enjoy using WRITE NOW! as much as we do. If you have any questions or problems please feel free to contact our customer service department at (316) 267-6525 Mon - Fri. between 1 pm and 5 pm central standard time.

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SYSTEM SET-UP

In this section we will go through the set up and turn on procedures we recommend. First set up your system (C/64, monitor or T.V., printer or suitable printer/interface combination and cassette or disk drive) as you normally would for any other use, and plug the WRITE NOW! cartridge into the cartridge slot in the rear of your computer. Be sure that the cartridge is installed with the WRITE NOW! label up.

NOTICE: WRITE NOW! will work with Commodore 1515, 1525 and 1526 printers. It will also work with any standard dot matrix or letter quality printer that is properly interfaced, with an interface like the CARD/PRINT series of interfaces made by CARDCO, Inc. However, due to the wide variety of printer interfacing devices available WRITE NOW! may not support all available systems.

NOTICE: WRITE NOW! to the best of our knowledge, will not support 80 column screen expansion devices.

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You may also wish to plug in a joystick or external keypad if you have them. The joystick may be used in place of the cursor control keys for easier scrolling through the text. And of course a numerical keypad can make entry of numbers much easier. Key pads that plug in the joystick port and require software driver programs may not work with WRITE NOW! however, most other types of keypads will work just fine.

WRITE NOW! also uses the sound functions of your computer. So if you are using a T.V. or monitor with sound capabilities turn up the volume. When you are entering text each keystroke will be accompanied by a reassuring tick as it is accepted. Unacceptable entries like trying to move the cursor past the beginning or end of your text will generate a nasty sounding beep to alert you of a problem.

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POWER UP

Before powering-up we recommend that you cut out the overlay pieces that are in the back of this manual and place them in the proper locations as shown in the diagram. We provided these overlays to make the learning and use of this program much easier for you, but they won't help much if they stay in the back of the book. By the way a couple of pieces of double stick tape will keep the overlays in position very nicely.

If you now have your system set up the way you want it PLEASE follow these power-up procedures.

1. Turn on your monitor or T.V.
2. Turn on your printer.
3. Turn on your C/64.
4. Wait for the "WRITE NOW!" message.
5. Turn on your disk drive(s) (if req.)

NOTE: These are our recommended turn on procedures. They are different from those recommended by Commodore, but we find they give more consistant results.

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THE SIGN ON MESSAGE

When you enter **WRITE NOW!** the screen will display the **WRITE NOW!** sign-on message and the copyright notice. After the sign-on the screen will come up with the default background and border colors and the coordinated character color. (If you are in a hurry, pressing any key will bypass the wait, but you must wait at least until the words "**WRITE NOW!**" are typed on the screen.) The screen will be blank except for the cursor blinking on the cursor line and the status line information at the bottom of the screen.

SCREEN COLOR SELECTIONS

You may now set the background and border colors you wish to use. The background and border colors can be changed between several preset combinations by holding down the control key and pressing the "9" key the number of times required to obtain the most pleasing display for your system. Some combinations work better than others depending on your system and monitor or T.V. The colors may be reset at any time by using the Control/9 key combination.

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THE STATUS LINE

At the bottom of the screen you will see the status line. The status line provides three very important bits of information and keeps them on display at all times while you are entering and editing text. POS=#### tells you at what character position (relative to the first character entered) in your text your cursor is now located. Or if you put the cursor at the end of your text it will display the total number of character positions used. INSERT=XXX tells you if the insert mode is turned on or off. The use of the insert mode will be discussed in detail later in this manual. FREE=#### tells you how much free space is left for entering text.

THE CURSOR LINE

The cursor line is the twelfth line from the top of the screen and the cursor will always remain on that line as the text is entered, allowing you to view the text both before and after the line you are working on. As text is entered it will scroll up and as each line of text is completed and it moves up it will darken in color while the cursor line always stays highlighted.

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FUNCTIONS AND COMMANDS

The next four sections of this manual will be devoted to one by one coverage of the functions and commands used in WRITE NOW!, the format required to use each command and some helpful hints on unusual ways to use some of the commands.

The first section will go over the way text is entered and corrected as it is entered, using simple easy to use commands. This section will cover things like deleting and inserting characters, paragraph indention and tabbing.

The second section will cover commands used in editing, moving and otherwise fooling around with the text while it is in your computer. There are a lot of powerful commands available in WRITE NOW! and you may not need all of them right away but they all will make your tasks easier.

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The next section will cover the commands used in formatting your document. You can make attractive, professional looking letters, reports and even books like this one. WRITE NOW! has all the tools necessary for most uses and with some of the tricks we will discuss it can do even more than you might think.

The last section covers the system commands used in WRITE NOW! The system commands are designed to let you customize WRITE NOW! to fit your system's needs. They allow selection of alternate printer device numbers and secondary addresses, selection of cassette or several disk device numbers and other system functions.

Within each section we will try to group commands into sub-groups that have things in common or interact with each other. The single key commands are all listed on the keyboard overlays that came with this program and the HELP SCREENS built into the program or the index in the rear of this manual will provide a quick look up table for the rest. This section will provide you with the information necessary to use them.

THE HELP SCREENS

For quick reference to the various special functions of WRITE NOW! that are not shown on the keyboard overlay, we have provided five help screens. These screens are accessed by pressing the 'F7' function key. When you press the 'F7' key all of your text on the screen will be stored and the first of the HELP SCREENS will be displayed on the screen. You can page through the five screens of information by simply pressing the 'F7' key to advance to the next page.

After the last page is displayed, pressing the 'F7' key again will return you to your text at the point you left it. You can also return to your text by pressing the RUN/STOP key at any time. You can call up the HELP SCREENS at any time without fear of destroying or changing your text. You will always be returned to your text exactly where you left it.

The HELP SCREENS will be an excellent quick reference to the formatting commands that will be explained in the next chapter. If you forget what letters specify a particular command just press 'F7' and look it up.

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ENTERING TEXT

There are several commands provided by WRITE NOW! that will make things easier while you are entering text. Usually word processing is done as a three phase operation. Text is typed in as it comes to mind in phase one, minor corrections like missed or errant keystrokes are corrected as they occur, but major editing, like moving sentences or paragraphs around, is left for phase two.

Minor formatting, like tabbing and paragraph indenting, are usually done during the first phase as well. After the text is entered a rough draft is normally printed. The rough draft is then checked for spelling, style and appearance. We would then use this draft as a guide and use the editing (phase two) and formatting (phase three) features of WRITE NOW! that are covered in the next sections to produce a finalized document.

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TYPING IN TEXT

When typing in text all characters are acknowledged with a tick sound as they are accepted. Words will be broken in parts as they overlap to the next line, don't worry about that because WRITE NOW! will automatically reunite the words during the print out. DO NOT PRESS THE RETURN KEY to advance to the next line. WRITE NOW! will advance each line automatically as it gets filled up.

OOPS! I MADE A MISTAKE

When you make a mistake all you have to do is press the DELETE key and the cursor will back up one space and delete the error.

NOTICE: The delete key will repeat, so if you hold the key down it will keep right on eating up your text (WRITE NOW! stores this deleted text in a secret compartment called a buffer but we'll talk about that later) until you release the key.

GOODBY CRUEL WORD

So you typed in too too many toos. Put the cursor on the space after the word you want to remove, hold down the CONTROL key and press the LEFT ARROW key (DELETE WORD on the keyboard overlay) and the word will be gone.

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TYPE OVER YOUR MISTAKES

If you find later that you misspelled a word all you need to do is use the CURSOR UP key and/or the CURSOR LEFT key to back up to the error then simply type over the mistake. Then use the CURSOR DOWN key and/or the CURSOR RIGHT key to get back to where you were.

NOTICE: The CURSOR keys repeat just like the DELETE key so you can simply hold the key down if you want to move several spaces or more.

FORGET SOMETHING ?

Sometimes when your fingers move too fast you will occasionally miss a character. When this happens put the cursor where you want to put what you left out and hold down the shift key and press the INSERT key located at the top right of your C/64 keyboard.

The insert key does repeat to facilitate inserting more than one character at a time, but for major insertions WRITE NOW! offers some other alternatives. Some will be covered in the next section, but we will tell you about one now.

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NEED MORE ROOM ?

If you should need to insert more than a couple of letters one method that can be used is the LOCKING INSERT MODE. The LOCKING INSERT MODE is activated by holding down the control key and pressing the "8" key. It is de-activated (turned off) the same way. You might like to think of this key combination as a switch, press it once to turn it on, press again to turn it off.

So you don't get confused, the ON/OFF status of the LOCKING INSERT MODE is displayed at all times on the status line. INSERT=ON means that the LOCKING INSERT MODE is active.

When the LOCKING INSERT MODE is active all text entered will be inserted at the current cursor position and the text to the right and below that position will be moved out of the way to make way for the new text as it is entered. When you are done inserting text simply turn off the LOCKING INSERT MODE using the CONTROL/8 keys and you will be returned to normal operation.

NOTE: TAB and PARAGRAPH commands are not recognized in the LOCKING INSERT MODE.

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THAT'S THE END OF THE LINE FOLKS

You can force a line to end if you wish by pressing the RETURN key. When you press RETURN a reversed video left arrow will appear at the location where the cursor was and the cursor will drop down to the next line. For example, if you wanted to put just the word TITLE on a line you press RETURN to end the line you were working on, type TITLE then press return again. If you wanted blank lines before and after TITLE simply press RETURN twice instead of once before and after the word TITLE.

START A PARAGRAPH THE EASY WAY

If you wish to start a new paragraph you could press RETURN to end the line you were working on, press RETURN again to put the blank line between paragraphs and then space over to the start of the new paragraph. You could do that OR you could let WRITE NOW! do it for you. To start a new paragraph with WRITE NOW! all you need to do is hold down the SHIFT key and press the RETURN key. WRITE NOW! will then automatically press return twice and move the cursor four spaces to the right.

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What if you don't want a blank line between each paragraph or maybe you want more than one blank line. WRITE NOW! has provided a way to change the number of lines between each paragraph in the OPTION MENU. To use the OPTION MENU (see appendix - FIGURE 10) hold down the CONTROL key and press the 9 key. The OPTION MENU will come up on your screen. Don't worry, your text is still there waiting for you to come back to it when you are done changing your options.

There are several items (none taste very good) on this menu. The fourth item is paragraph tab. Notice the value is set to 2, that means that there are 2 returns inserted by WRITE NOW! whenever the paragraph function is used. To change this value you must first tell WRITE NOW! what option you want to change. So answer the ENTER SELECTION prompt at the bottom of the menu by pressing the 4 key. The cursor will now move and cover the 2 following the paragraph tab option. Now you must press the number of your choice to replace the 2, then press the RETURN key. The cursor will now return to the ENTER SELECTION prompt line and since we do not want to make any other changes you should press the 0 (ZERO) key. You will now be returned to your text just where you left it and just the way you left it. The only difference will be that from now on every time you use the SHIFT/RETURN paragraph function WRITE NOW! will automatically put in the number of RETURNS you set in the menu.

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NOTICE: Changing the option as described above will not affect any paragraph spacing entered into text prior to making the change. This allows you to change the setting at various times within a document as may be required without altering the rest of the document.

What if you would rather indent your paragraph five spaces instead of four? O.K. WRITE NOW! has a way to set that option too. Actually when you use the paragraph function WRITE NOW! does not count over five spaces, it really just moves the cursor to the first TAB position. (Four just happens to be where the first TAB is set when you start up WRITE NOW! but it can easily be changed, see the next section.) So if you change the first TAB position you will change the number of spaces each paragraph will be indented.

TAB...TAB...TAB..!

Using the TAB functions of WRITE NOW! is a piece of cake. Look on the keyboard overlay provided with WRITE NOW! Above the 5 key you will see DISPLAY TABS. This function is on the CONTROL line of the overlay. That means to call this function you must hold down the CONTROL key while pressing the number '5' key.

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To see where the TABs are set you simply hold down the CONTROL key and press the 5 key and the current TAB settings will be displayed as up arrows on the cursor line. When you press the RUN/STOP key the text that was the on cursor line will reappear.

To set and delete TABs you should position the cursor (using the cursor control keys) where you want the TAB to be, or not be. Then press either the space bar to delete an existing tab, or the up arrow key to position a new tab. After you have set and/or removed the desired tabs, press the RUN/STOP key to return to your text.

Now that you have set up your TAB positions all you need to do to get to them is press the LEFT ARROW key. The LEFT ARROW key is located in the top left corner of your computer's keyboard, the keyboard overlay extends down next to this key and has the word TAB printed next to the key. Whenever you press the LEFT ARROW key (TAB) the cursor will move to the right to the next marked TAB position.

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EDITING COMMANDS *****

We will start with the simplest commands first and progress to the more powerful commands later in this section.

CURSOR MOVEMENT

Before you can edit text you must be able to get to the part you want to edit. Several methods of getting where you need to be have been provided within WRITE NOW!

SCROLLING THROUGH TEXT

You may use the cursor control keys (up, down, left or right) to scroll (move) the cursor any direction desired. Alternately you may use the joystick (if you have one) to accomplish the same goal.

PAGING THROUGH THE TEXT

You can move through the text a page at a time (a screen at a time) by using the PAGE UP/PAGE DOWN commands provided by WRITE NOW! Look on the overlay and find PAGE UP above the 1 on your keyboard. You will notice that it is on the top or control row. This means that to cause a PAGE UP response you must hold the control key down and press the 1

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key. Also notice on the overlay that the PAGE DOWN is above the 2 key also on the control row. So, holding down control while pressing the 2 key will cause a PAGE DOWN.

NOTE: Pressing the fire button on the joystick will have the same effect as a PAGE DOWN COMMAND.

TOP OF TEXT

Pressing the CLR/HOME key will cause the cursor to move instantly to the first character position at the very beginning of your text.

NOTE: Pressing the SHIFT and CLR/HOME keys together is a NO-NO! See "THE ULTIMATE DELETE KEY" on page # 35.

BOTTOM OF TEXT

Look on the keyboard overlay next to the F7/F8 function key, you will notice that the F8 key (that is shifted F7/F8 key) is marked BOTTOM OF TEXT. So to execute a bottom of text command you must hold down the shift and press the F7/F8 key, the cursor will go to the last character position of the text you have entered.

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THE ROAD MAP METHOD (PLACE MARKERS)

At any time you may leave a place marker in your text to mark a place you may need to refer to at a future time. (For example a table of numbers or the start of a chapter.) These markers will not be printed out when you print out your document so they need not be removed. They will be saved within the text on disk or tape for future use and they can be deleted by the delete key.

You can assign up to 9 place markers by using the PLACE MARKER function of WRITE NOW! Look on the overlay above the 7 key, in the COMMODORE row it will say place marker. To place a marker, position your cursor wherever you want the marker put, then hold down the COMMODORE key and press the 7 key. WRITE NOW! will then ask what number marker you want to place with the prompt:

"ENTER MARKER TO SET (1-9)?"

You should respond by pressing the desired number. WRITE NOW! will then put the number at the current cursor location in reverse video. WRITE NOW! will not allow you to accidentally duplicate numbered markers. If you try to use a number that is active in your text you will get beeped and the error message "ALREADY MARKED" will be displayed.

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You may now return to that marker at any time from anywhere in your document by holding down the COMMODORE key and pressing the 8 key. WRITE NOW! will then ask what marker you want to go to with the prompt:

"MARKER TO GO TO (1-9)?"

You must now tell WRITE NOW! where to go by pressing the desired number. If you enter a number for a marker that has not been placed WRITE NOW! will respond to your ignorance with a nasty sound and the prompt "NOT MARKED!"

When typing in and editing large documents the place marker function is a real time saver. It can provide a fast easy to follow road map to get you where you want to be.

AROUND THE BLOCK

You may also go to the beginning or the end of a block of text. A block is an area of text that you have marked using the BLOCK START and BLOCK END commands as shown on the overlay. How and why we use block markers will be covered in more detail later in this section. But for now remember that holding down the Commodore key and pressing the 2 key (shown on the overlay as GOTO BLOCK START) will jump you to the start of your marked block of text. And holding down the

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Commodore key and pressing the 3 key (GOTO BLOCK END) will take you to the end of your marked block of text. As before, if you try to go to an unplaced marker WRITE NOW! will reward your foolishness with that nasty noise and the prompt "NOT MARKED!"

SEARCH AND YE SHALL FIND

Another neat feature of WRITE NOW! is the SEARCH function. The search command will find a word, phrase or any group of characters for you automatically. Holding down the CONTROL key and pressing the 3 key (marked SEARCH on the overlay) will activate the SEARCH function.

To use the SEARCH function you must remember several things. First, WRITE NOW! will always start its search from the point in text that the cursor is located to the end of text. So if you want to search all of the text you should move the cursor to the very beginning of text (remember the CLR/HOME key) before you start your search. Second, WRITE NOW! will stop the SEARCH when it finds the first occurrence of the group of characters you requested it to search for. You may then reinitiate the SEARCH from each find until you have searched the entire text. Third, when there are no more occurrences of your desired group of characters WRITE NOW! will prompt you with another of the nasty beep sounds and the cursor will not be advanced any further.

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Using the SEARCH function is again very easy. After you have held down the CONTROL key and pressed the 3 key, WRITE NOW! will prompt you to enter the group of characters you want it to SEARCH for by displaying:

S>

You should now enter the group of characters you want located. You may enter up to 18 characters. WRITE NOW! will automatically enter each character as upper case only because it will SEARCH for all combinations of those characters in either upper or lower case, so what case you enter the text in is irrelevant. When you are done press the RETURN key and WRITE NOW! will find what you told it to find, or beep at you to tell you that what you were looking for wasn't there.

If after you find your group of characters, or at any later time, you activate the SEARCH function again WRITE NOW! will display the "S>" prompt followed by the group of characters you entered the last time you used the SEARCH function. If you want to SEARCH for the same group of characters all you need to do is press the RETURN key. You will not be required to re-enter the group of characters, unless you wish to change them.

Throughout this explanation we have used the term "group of characters" for a specific

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reason. You may find it more advantageous to think of SEARCHing for a group of characters rather than a specific word. For example, let's say we wanted to find the word "ACT" if we entered "ACT" WRITE NOW! would find all occurrences of the three letters ACT. It might find reACT, pACT or trACTion along with the "ACT" we were looking for. How about if we entered " ACT " (space ACT space), then WRITE NOW! would only find the word ACT all alone. But be careful because WRITE NOW! would miss "ACT." (ACT with a period at the end of a sentence) you may prefer to try " ACT". This will find all ACTs proceeded by a space but followed with anything. This SEARCH will locate ACT, ACT., ACTing and ACTION. Which might turn out to be exactly what you wanted to do.

As you can see SEARCH takes you very literally. It finds exactly what you tell it to. As an example of a good use for SEARCH, I misspell the word CONTROL consistantly as CONTROLL (double L). I have formed a habit of doing a SEARCH for CONTROLL (two L's) whenever I finish a document just to remind myself of how poorly I spell.

SEARCH is a real handy tool. Your creativity can allow you to use this command in ways we never dreamed of. Let your imagination go and when you need to locate something, think about SEARCHing for it.

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CHANGING AND MOVING TEXT

This section will be devoted to informing you about ways you can change, move and eliminate text. We will deal with mostly large groups of text because we covered the ways to make minor changes in the section on TEXT ENTRY earlier in this manual.

REPLACE IT AUTOMATICALLY

Since we just concluded a discussion of the SEARCH function in the last section, this is a good time to tell you about the REPLACE function. If you will look in the CONTROL line of the keyboard overlay you will see that right next to the SEARCH is REPLACE directly above the 4 key.

REPLACE is a two part function. First it SEARCHes out a group of characters, using the same method as the SEARCH function in the previous section. Then it REPLACes the group of characters with a new group of characters that you supply. It can, at your option, automatically REPLACE every occurrence of the specified group of characters, or it can be told to stop each time it finds a match and ask you if you want to REPLACE that specific group of characters. You must then answer yes or no to the REPLACement before WRITE NOW! will automatically proceed to the next match.

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As with the SEARCH function, REPLACE SEARCHes from the current cursor position toward the end of the text. If there are no more groups of characters that match WRITE NOW! will alert you with a BEEP and exit from the REPLACE function, leaving the cursor at the location of the last match found.

To engage the REPLACE function you must first hold down the CONTROL key and press the 4 key. WRITE NOW! will then prompt you with:

S>

You should now enter the group of characters you wish to replace up to a limit of 18 characters. Refer to the section on the SEARCH function for more details. When you have completed your entry press the RETURN key. WRITE NOW! will now prompt you with:

R>

You must now enter the group of characters you want to use as the REPLACEMENT. This time however, WRITE NOW! will accept both upper and lower case character input, and you may enter up to 18 characters. When you have completed your entry WRITE NOW! will prompt you with:

<AUTOMATIC>?

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WRITE NOW! is expecting a "Y" (YES) or "N" (NO) response to this prompt. If you enter "Y" WRITE NOW! will proceed from the current cursor position to the end of text and REPLACE every occurrence of the specified group of characters with the REPLACEMENT group of characters.

If you answer "N" WRITE NOW! will SEARCH from the current cursor position until it finds the first occurrence of the specified group of characters. WRITE NOW! will then prompt you with:

"REPLACE?"

If you answer "Y" to this prompt WRITE NOW! will REPLACE the group of characters and then proceed to the next match and so on until the last match is found.

If you answer "N" to this prompt WRITE NOW! will NOT REPLACE this group of characters but will then proceed to the next match and so on until the last match is found.

Again, as we stated before WRITE NOW! will take you very literally so be careful. We recommend extreme caution when using the AUTOMATIC "Y" REPLACE function, as it is quite easy to wind up changing parts of a word. For example if we wanted to REPLACE "COME" with "GO" we could wind up with a new word "WELGO" if we're not careful.

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As an example of the potential power of REPLACE, I use REPLACE to eliminate a lot of typing. When typing in this manual, whenever I wanted to put WRITE NOW! I typed a blank space then a "w" then another blank space. Then before printing the manual I REPLACED (space)w(space) with WRITE NOW! I also used the same shorthand method for "GC" as group of characters in this section.

As you can see REPLACE can save you a lot of time and work. Use it with the proper care and attention to detail, and a bit of imagination and you can do some amazing things.

OUR BUFFER CAN CURE YOUR HEADACHE

A buffer is computereeze for a place to store something for future use. WRITE NOW! has several buffers, and one of these is available to you as a temporary storage area. This buffer is called the DELETED CHARACTER BUFFER and this is how it works.

Each time you DELETE characters from your text using the DELETE key, the DELETE WORD function, WRITE NOW! puts these characters in the DELETED CHARACTER BUFFER for future use. The DELETED CHARACTER BUFFER has enough room for 255 characters. Imagine the DELETED CHARACTER BUFFER as a sewer pipe and each time you DELETE a character WRITE

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NOW! puts a bowling ball in the left end of the sewer pipe. As we DELETE the next character WRITE NOW! pushes another bowling ball in the left end of the sewer pipe. When there are 255 bowling balls in the pipe it is full.

After the sewer pipe is full, if we DELETE another character and WRITE NOW! puts another bowling ball in the sewer pipe, there is no more room in the sewer pipe so the first bowling ball we put in the pipe falls out the other end. When the DELETED CHARACTER BUFFER is full and you DELETE a character WRITE NOW! will warn you that a character is dropping out of the other end of the buffer with the now familiar nasty BEEP.

How do you make it quit BEEPing once the DELETED CHARACTER BUFFER is full? Easy! Locate the F5/F6 function key at the right of your computer. Look on the keyboard overlay next to this key. The overlay shows the F6 function key (this is really the SHIFTED F5 key) as CLEAR BUFFER. Holding down the SHIFT key and pressing the F5/F6 key will empty (CLEAR) the DELETED CHARACTER BUFFER and allow you to start filling it up again. And it won't BEEP until it gets full again.

That tells you how characters get into the DELETED CHARACTER BUFFER but what can you do with them. Really quite a bit.

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Remember our example of a sewer pipe filled with bowling balls. If we fill the sewer pipe with bowling balls from one location then move the pipe to another location and dump the pipe so all the bowling balls came out of the left end of the sewer pipe wherever we wanted to put them we would have a very useable method to move words or phrases around.

Well, that is exactly what can happen. Here is how to do it. First, empty the buffer using the CLEAR BUFFER (F6 key) command, next use the DELETE key or DELETE WORD function to delete the material to be copied or moved. Now if you want to replace the text you just DELETED press the F5 (DUMP BUFFER) key and the material will reappear. Notice that it is placed to the right of the current cursor position. Now you can move the cursor to the place (or places) you want to insert this material. When you have positioned the cursor where you want it, press the DUMP BUFFER (F5) key and the material will be inserted into your text to the right of the cursor and all of the text to the right of the cursor will be moved to make room.

The DELETED CHARACTER BUFFER is a fast easy to use method to move or copy words, phrases or sentences. Characters in the DELETED CHARACTER BUFFER stay in the DELETED CHARACTER BUFFER and you can DUMP them in several locations if desired. Characters in

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the DELETED CHARACTER BUFFER will stay there until you empty the DELETED CHARACTER BUFFER by using the CLEAR BUFFER (F6) key.

One good use for the DELETED CHARACTER BUFFER is inserting material at the very beginning of a long document. Due to the construction of WRITE NOW! when documents exceed 10-15 thousand characters in length, INSERT and DELETE commands slow down a bit when used in the earlier parts of the document. This happens because WRITE NOW! must move the entire rest of the document each time a character is INSERTed or DELETED. We use the DELETED CHARACTER BUFFER whenever we find it necessary to INSERT material at the front of our document. Move the cursor to the BOTTOM OF TEXT (F8 key) and press the CLEAR BUFFER (F6) key. Now type in the desired text and DELETE it using either the DELETE key or the DELETE WORD function. Move the cursor to the location you want to place the new text. Then press the DUMP BUFFER (F5) key.

NOTICE: You may also find the DELETE WORD function will be a bit faster than the DELETE key when DELETEing text, especially at the start of a long document.

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BLOCK COMMANDS

The BLOCK functions provided by WRITE NOW! will allow you to move, copy, delete and store (on disk or tape) large sections of text. The BLOCK commands are shown on the keyboard overlay above the RIGHT ARROW, 1, 2, 3, 4, 5 and 6 keys. They are in the Commodore key line which means that you must hold down the Commodore key while you press the key that activates the function you want to use.

First some basic information about the BLOCK functions. A BLOCK of text can be ANY GROUP OF CHARACTERS, of any size and it can be any where you want it to be. A BLOCK is always defined by placing BLOCK START and BLOCK END markers at the beginning and the end of it. There can be only ONE BLOCK in existence at any given time. Attempting to place a second BLOCK START or BLOCK END marker when one exists will cause WRITE NOW! to issue the nasty BEEP and put the "ALREADY MARKED!" error message on the screen.

You may place a BLOCK START or BLOCK END marker anywhere in text by holding down the Commodore key and pressing the MARK BLOCK START (RIGHT ARROW) key or the MARK BLOCK END (1) key. BLOCK markers show up on your display as reverse video left and right brackets. They can be removed by using the DELETE key, but they are not sent out to the printer when you print out your document, so

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removing them is not necessary. BLOCK markers are stored as part of the text when you save a document to tape or disk.

Once the BLOCK markers have been placed you can do several things with that block of text. As we discussed in the section on cursor movement you can use the GOTO BLOCK START key and the GOTO BLOCK END key to jump from any point in your text directly to the BLOCK START or BLOCK END markers.

The COPY BLOCK function allows you to insert a marked BLOCK of text at any place desired within your document. To do this move the cursor to the exact point in your document that you want the BLOCK inserted. Then hold down the Commodore key and press the 4 (COPY BLOCK on the keyboard overlay) key. WRITE NOW! will insert your BLOCK (not including the BLOCK markers) to the right of the cursor, opening up the rest of the text as required to make room. Your original BLOCK will still be right where you left it with the BLOCK markers still in place.

You can also DELETE a BLOCK from anywhere in the text you happen to be. All you need to do is hold down the Commodore key and press the 5 (DELETE BLOCK on the keyboard overlay) key. WRITE NOW! will then move the cursor to the BLOCK START marker and DELETE the BLOCK, BLOCK markers and all.

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If you wish to store a section of text on disk or tape for future use you can mark it as a BLOCK then use the WRITE BLOCK function by holding down the Commodore key and pressing the 6 (WRITE BLOCK on the keyboard overlay) key. WRITE NOW! will then prompt you for the file name you want to store the block under. (Refer to the information on saving text in the SYSTEM COMMANDS section of this manual.) Enter the name, press the RETURN key and WRITE NOW! will write the block to the disk or tape, and return you to your document just the way you left it.

In the course of using the BLOCK commands you may occasionally get a BEEP and an error message that says BLOCK SET INCORRECTLY! That error message means that either you forgot the BLOCK START or BLOCK END marker or the BLOCK END is before the BLOCK START marker in your text. The message could also show up if you try to insert a BLOCK inside itself, which is one thing that WRITE NOW! will not do.

That covers all the BLOCK functions. The BLOCK functions are all shown on the keyboard overlay and with a little practice you can use these functions to great advantage.

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THE ULTIMATE DELETE KEY

There are some circumstances where you may want to DELETE everything from the memory area of WRITE NOW! For example, where you have saved the document you were working on and want to load in another document. To wipe out all the text in memory hold down the SHIFT key and press the CLR/HOME key.

Since this is such a catastrophic move WRITE NOW! will prompt you with:

<CLEAR ALL TEXT>?

You must respond by pressing the "Y" key or WRITE NOW! will conclude that you made a mistake and not clear the text. If you press the "Y" key all the text will be cleared from the computer's memory and you will have a blank screen to start your new document.

FORMATTING TEXT

Once you have entered your text into the computer it is time to start thinking about how you want it to look when it winds up on the paper. WRITE NOW! provides a lot of versatility in the ways you can format your text. Text format can be loosely defined as the format or look the text has on the printed page. It includes such things as margins, titles, foot notes and page numbers among other things.

This section will be devoted to the commands used to format text. For the most part these commands are imbedded within the body of the text. When WRITE NOW! comes to one of these commands it does not print it. Instead WRITE NOW! interprets what the command wants done to the text and changes its output from that point on to comply with the newly requested format.

The formatting commands are acted upon as they are found and wherever they are found to change the format of the printed text. The text format before the position the new command is located in the text is not changed, only the format of the text after that point is changed. This means that you can make running changes in your documents

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like changing the left margin to indent one or two paragraphs and then changing back to the original margin, or double or triple spacing a page or chapter or you may even want to change the type style (if your printer has that capability) for a word or phrase. **WRITE NOW!** flexible formatting commands allow you to do these things and a lot more.

Print formatting commands within **WRITE NOW!** take several forms. The first form we will cover is the **DOT COMMAND**. A **DOT COMMAND** has several properties. First, it always consists of a "." (DOT) followed by the two letter code for the command and that is usually followed by a space and some additional information. Second, a **DOT COMMAND** is always preceded by an end of line **RETURN (REVERSED LEFT ARROW)**. In other words, a **DOT COMMAND** is always the first thing on a new line. Third, a **DOT COMMAND** is always terminated by a **RETURN (REVERSED LEFT ARROW)**. Except as noted a **DOT COMMAND** may be placed anywhere in your text. Examples of the use of **DOT COMMANDS** are shown in the appendix of this manual.

In this section we will list each **DOT COMMAND** by name, then show you the format for that **DOT COMMAND** and then explain the uses and special requirements for that **DOT COMMAND** in detail. But **FIRST...**

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THE PRINT MENU

The first six formatting parameters we will cover can be set in two ways. First, they all show up in the PRINT MENU. The PRINT MENU will be displayed every time you issue the PRINT command by pressing the F1 (PRINT on the keyboard overlay) key. This menu (see FIGURE #8 in the appendix of this manual) has nine pre-set print options.

The first six directly correspond to the first six DOT COMMANDs we will cover in this section. For most of your letter style documents these parameters will provide exactly what you will need. So there will be no need to change them. If however, your needs dictate a different format you can change these parameters in either of two ways. You may use the DOT COMMAND as described in this section by placing a DOT COMMAND in your text. The format commands on the menu will be used until WRITE NOW! hits a DOT COMMAND that will override one of the pre-set parameters. WRITE NOW! will obey the new parameter from then on unless WRITE NOW! hits another DOT COMMAND requesting that parameter be changed again. Setting formats by the use of a DOT COMMAND has the advantage that a DOT COMMAND is stored with the text on tape or disk and will be recalled automatically with the text so it is not necessary to remember what format you used for each document.

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Changing a value on the PRINT MENU is done by first entering the number of the item you want to change in response to the prompt:

ENTER SELECTION ->

WRITE NOW! will then place the cursor on the value at the end of that line. You should now enter the value you want to use. Then press the <RETURN> key. WRITE NOW! will log the new value and return to the prompt:

ENTER SELECTION ->

You may now repeat the process until you have set all the values you want changed. When you are done you may either return to your text by pressing the RUN/STOP key or go on to print your document by pressing the 0 (ZERO) key telling WRITE NOW! that you want to make NO CHANGE.

PRINTING MORE THAN ONE COPY

Item seven on the print menu allows you to request the number of copies of your document you want printed. You may request up to 99 copies.

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PRINTING ONLY SELECTED PAGES

The last two items on the PRINT MENU tell WRITE NOW! what pages of your text you want printed. Using these two commands you can selectively print any page or pages of your document without having to print the entire document.

For example if you only wanted to print page 3 of a 10 page document you would change the following:

8 START PAGE# 1

to read

8 START PAGE# 3

And you would change the

9 ENDING PAGE# 99

to read

9 ENDING PAGE# 3

WRITE NOW! will now print only page 3 of your document.

Now on to cover our DOT COMMANDs.

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LEFT MARGIN .lm ###

can be any number from 0 to 250

This DOT COMMAND allows you to set the LEFT MARGIN of your text.

TEXT WIDTH .tw ###

can be any number from 8 to 250.

The TEXT WIDTH DOT COMMAND tells WRITE NOW! how many characters to print on each line. Adding TEXT WIDTH to LEFT MARGIN then subtracting that total from the maximum number of characters possible on a line (usually 80) will determine the right margin if that means anything to you.

TOP MARGIN .tm ##

can be any number from 0 to 99.

The TOP MARGIN DOT COMMAND tells WRITE NOW! the number of blank lines to put at the top of each page before starting to print your text.

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BOTTOM MARGIN .bm ##

can be any number from 0 to 99.

The BOTTOM MARGIN DOT COMMAND tells WRITE NOW! how many blank lines you want skipped at the bottom of each page.

PAGE LENGTH .pl ###

can be any number from 1 to 254.

The PAGE LENGTH DOT COMMAND tells WRITE NOW! how long the paper you are using is. Most paper is 11 inches long, most printers print 6 lines per inch, so if you are using standard paper the PAGE LENGTH should be 66. The actual number of lines of text printed on each page can be computed by taking the PAGE LENGTH and subtracting the TOP MARGIN and the BOTTOM MARGIN.

PAGE NUMBER .pn ##

can be any number from 0 to 99.

The PAGE NUMBER DOT COMMAND will start numbering the pages of your text with the number you entered as the starting value. You may place the page number dot command at any point in your document, and the page numbering will start from that point. (Also see the ".sn", ".nc" and ".hc" commands.)

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NOTICE: As we mentioned before, the six dot commands just discussed are duplicated in the PRINT MENU. The default values in the PRINT MENU can be changed in the menu, or they can be overridden by a corresponding DOT COMMAND placed in the text. The LINE SPACING DOT COMMAND may be placed anywhere in your text.

SHOW PAGE NUMBER .sn #

must be 0 or 1.

This dot command allows you to turn on or off the printing of the page number. A one (1) will show (print) the page number, and the zero (0) will not show (print) the page number. (Also see the ".pn" and ".hc" commands.)

NOTE: Using these commands you will be able to print documents (chapters of a book for example) with progressive numbering. And you can even turn off the page numbering for title pages and tables of contents. (Also see the ".hc", ".rn" and ".ru" commands for use in numbering an appendix or introduction using Roman numerals.)

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LINE SPACING .ls ##

can be any number from 1 to 99.

The LINE SPACING DOT COMMAND tells WRITE NOW! how many lines to advance the paper after each line. The DOT COMMAND ".ls 1" would provide single spaced text, the DOT COMMAND ".ls 2" double spaced text, the DOT COMMAND ".ls 3" triple spaced, etc.

NOTICE: For advanced users, it is possible to generate a carriage return without line feed but only if you are using a CARDCO, Inc. "CARD/PRINT" printer interface and a printer that permits a carriage return without an automatic line feed. How to do this will be discussed in the section dealing with SYSTEM COMMANDS under SECONDARY COMMANDS.

FILL JUSTIFY .fj

There are three text justification options offered by WRITE NOW! If none are specified, WRITE NOW! will automatically use the FILL JUSTIFY option. Fill JUSTIFY simply means that WRITE NOW! will add enough blank spaces between words so that the left and right margins are aligned. This manual was printed using the FILL JUSTIFY format.

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LEFT JUSTIFY .lj

The LEFT JUSTIFY DOT COMMAND will cause WRITE NOW! to format the lines with as many complete words on a line as possible, but it will not add spaces between words to fill out the lines. This causes an aligned left margin, but a "ragged" right margin looking like a hand typed document. This paragraph was formatted using the LEFT JUSTIFY DOT COMMAND.

CENTER JUSTIFY .cj

This DOT COMMAND will make WRITE NOW! center each line as it is printed. The following lines were formatted using CENTER JUSTIFY:

TITLE

This is a CENTER JUSTIFIED line.
=====

WRITE NOW!

-*-

Only one of the three justification commands can be operative at any time. You do not need to turn off a justification DOT COMMAND , just use a new one to replace it.

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PAGE ADVANCE .pa

The PAGE ADVANCE DOT COMMAND will tell WRITE NOW! not to print any more text on the current page, to advance to the next page and continue the text on the next page.

CONDITIONAL PAGE .cp ###

can be any number from 2 to 255.

The CONDITIONAL PAGE DOT COMMAND should be used whenever you have a section of your text that you do not want split into sections and placed on separate pages. CONDITIONAL PAGE instructs WRITE NOW! to advance to the next page if there aren't enough lines remaining on the current page to hold your text.

To use the CONDITIONAL PAGE DOT COMMAND you must count the number of lines in the section of text you don't want split up. (For example 10.) Then place the DOT COMMAND ".cp 10" (for 10 lines) just before the section of text you don't want split up. When WRITE NOW! comes to the DOT COMMAND it will count the number of lines remaining on the current page. If there are less than the specified number (10 in this example) WRITE NOW! will advance to the next page and resume printing.

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PAGE PAUSE .pp #

can be either 0 or 1.

The PAGE PAUSE DOT COMMAND will cause WRITE NOW! to stop printing after each page and wait for you to tell it to resume printing by pressing the CONTROL key. The DOT COMMAND ".pp 1" turns on the PAPER PAUSE and the DOT COMMAND ".pp 0" (ZERO) turns it off. During this pause you can put in a new sheet of paper if you are using single sheet paper or do anything else you may want to do between pages of text.

WAIT .wa

The WAIT DOT COMMAND will cause WRITE NOW! to stop printing text at the exact point it encounters ".wa" and wait for you to press the CONTROL key before it resumes printing. The WAIT DOT COMMAND can be used to halt printing allowing the user to change print wheels, ribbons, etc., in the middle of a document.

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NUMBER COLUMN .nc ###

can be any number from 1 to 254.

The NUMBER COLUMN DOT COMMAND allows you to specify in what column you want the page number to appear. If you do not specify a NUMBER COLUMN WRITE NOW! will be set to 40 (the center of standard 80 column paper) as a default value. The NUMBER COLUMN DOT COMMAND sets an absolute value counted from the left edge of the page not the left margin, so if you change margin settings it will not affect the NUMBER COLUMN DOT COMMAND setting.

ROMAN NUMERALS .rn #

can be either 0 or 1.

Unless it is told to use ROMAN NUMERALS WRITE NOW! will print page numbers using the standard Arabic numbers. The ROMAN NUMERALS DOT COMMAND ".rn 1" tells WRITE NOW! to print the page number in ROMAN NUMERALS. The DOT COMMAND ".rn 0" returns to printing page numbers with arabic numbers. The page number on this page will be a ROMAN NUMERAL page number.

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ROMAN UPPERCASE .ru #

can be either 0 or 1.

Unless otherwise specified WRITE NOW! will print ROMAN NUMERAL page numbers in lower case. This DOT COMMAND directs WRITE NOW! to print the page number in upper case or lower case as you may prefer. The DOT COMMAND ".ru 0" (ZERO) will cause the lower case to be printer and the DOT COMMAND ".ru 1" will change to ROMAN UPPERCASE. The page number on this page is ROMAN UPPERCASE.

HEADER .he # ### TEXT

may be any number from 1 to 8.

may be any number from 0 to 255.

TEXT can be any line of text and is terminated with a RETURN (REVERSE LEFT ARROW).

This DOT COMMAND defines a line of text as a HEADER. A HEADER is a line of text that is printed on every page. With WRITE NOW! the term HEADER is used liberally because WRITE NOW! will allow you to place the line of text on any line on the page, so if it were placed at the bottom of the page it should technically be called a FOOTER. And I don't know what you would call it if you decided to put it in the middle of the page.

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HEADERS are absolute, they always start printing at the left edge of the page, the LEFT MARGIN, TOP MARGIN and BOTTOM MARGIN DOT COMMAND settings have no effect on headers. The TEXT WIDTH DOT COMMAND does however affect headers. If you wish to use a long header, it is normally acceptable to set the TEXT WIDTH to a value of 90 before using the HEADER DOT COMMAND and then set the TEXT WIDTH (back) to the desired value for the rest of your text after you have defined your HEADER(s).

In the format of the HEADER DOT COMMAND the # (1-8) defines the HEADER number. You may define up to 8 HEADERS, and any HEADER may be changed, turned off or redefined anywhere in your text. The ### (0-255) is the line on each page that you want WRITE NOW! to put the HEADER text. If you want to turn off a HEADER set the ### to a 0 (ZERO) value or a value greater than the PAGE LENGTH. This will direct WRITE NOW! to print the HEADER on line 0 (ZERO) which doesn't exist, so it will not be printed at all. If you tell WRITE NOW! to print a HEADER on line 1 it will be printed on the first line of the page, even if your TOP MARGIN is set to 30. If your TOP MARGIN is set to 10 and you put a HEADER on line 10 the HEADER will be printed on that line and your text will start on line 11. You can make a HEADER a blank line as we did in this manual (one blank line between

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WRITE... and CARD... and two after CARD...) with the DOT COMMAND ".he # ### "<RETURN> (The SPACE after the ### is important).

If you want to print a HEADER on the first page of your document remember that it must be defined before any text is entered. When using HEADERS for footnoting they can be inserted at any point and they will be printed on the page that they are discovered by WRITE NOW! REMEMBER to turn off the footnote HEADERS sometime during the next page or they will be printed again.

HEADER CHARACTER .hc ?

? may be any character.

This dot command is used whenever you want to include the page number as part of a line of text in a header. WRITE NOW! will substitute the page number in place of the specified character during printing of the document. (This manual was done using this format, note the 'PAGE x' at the bottom of each page.) Do this as follows:

1. Using the ".hc" command, define a character that you will not be using elsewhere in your document as the page number character. (ex: .hc @)
2. Using the ".sn 0" command turn off the page number.

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3. Now all you need to do is define your header using the ".he" command and the special character you have previously defined. (ex: .he 8 58 PAGE @) This will put the word PAGE followed by the page number on the eighth line from the bottom of the page (line 54) starting eight spaces in from the left edge of the page.

The ".hc" used in conjunction with the ".he" command will allow you to define text and the page number as a header and you can print them anywhere on the page.

BUILDING BLOCK .bb FILE NAME

FILE NAME can be any existing FILE NAME on your disk or tape.

The BUILDING BLOCK DOT COMMAND is one of the most powerful commands ever put in a word processor. We will discuss some of the more advanced uses of the BUILDING BLOCK DOT COMMAND in the Helpful Hints section in the appendix of this manual. For now we will simply say that when WRITE NOW! comes to a BUILDING BLOCK DOT COMMAND it stops printing the text in memory and searches your disk or tape for the specified FILE NAME. When the file is located, WRITE NOW! starts printing the text from the file just as if it were in the computer. After the text from the file is printed, WRITE NOW! resumes printing the rest of the text in the computer.

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When you use a BUILDING BLOCK DOT COMMAND the text is taken in from the file 256 characters at a time. So a very long document can be printed that is actually much larger than could be stored in the memory of your Commodore 64 computer.

The text from the BUILDING BLOCK is formatted using the format parameters (margins, etc.) that were in effect at the time the BUILDING BLOCK was called. BUILDING BLOCKS, however, can contain format DOT COMMAND and any format DOT COMMAND in a BUILDING BLOCK will be obeyed. Therefore, if you have format commands in your BUILDING BLOCKS be sure to reset their values before you resume printing the text in your computer or the rest of your document will be formatted using the values set in the BUILDING BLOCK. An easy way to do this is to create a BUILDING BLOCK that contains your standard format and call it after you call BUILDING BLOCKS that contain non-standard formats.

A BUILDING BLOCK may contain any text or format command, except the COMMODORE K or V commands. (The COMMODORE K/V commands will be explained later in this section.) A BUILDING BLOCK may be placed anywhere in your text and there may be as many BUILDING BLOCKS as you need. This manual was written by saving each section as a BUILDING BLOCK and then our final document consisted of nothing but sixteen BUILDING BLOCKS.

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SPECIAL NOTE: When saving a file for use as a BUILDING BLOCK be sure to be aware of what the last character in the BUILDING BLOCK is. If the last character is not a RETURN (REVERSED LEFT ARROW) character, WRITE NOW! will continue printing the text in the computer exactly where the BUILDING BLOCK text left off, on the same line right after the last character of the BUILDING BLOCK. This may be what you want to do, but if it isn't all you need to do is be sure to have a RETURN (REVERSED LEFT ARROW) as the last character of the BUILDING BLOCK.

If you are using two or more consecutive BUILDING BLOCKS, either the last character of the BUILDING BLOCK must be a RETURN character or an extra RETURN character must be placed after the BUILDING BLOCK without the return. This is necessary because of our rule (stated earlier in this section) that a DOT COMMAND must be preceded by a RETURN character. If the RETURN character is not present before a DOT COMMAND WRITE NOW! will "see" the DOT COMMAND as normal text and print it.

SPECIAL NOTE: The BUILDING BLOCK command will honor the "wild card" file name system as used by Commodore. For example, the DOT COMMAND ".bb wr*" will load the first file it finds with the first letters of "wr" on either tape or disk. And the DOT COMMAND ".bb *" will load the next file on a tape system, or the last file used on a disk system.

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SEND PRINTER CODE .sp ###

can be any number from 0 to 255.

This DOT COMMAND allows you to send any ASCII character value (0-255) directly to the printer. It is usually used to send a code to the printer to enable a special printer function like expanded or condensed print. The value you provide will be sent to the printer and it will not affect the justification of your text, because it is not counted as a printed character by WRITE NOW!

PREFIX CHARACTER .pc ###

can be any number from 0 to 255.

This DOT COMMAND works just like the ".sp" DOT COMMAND except it sends the value at the beginning of every line. The reason for this DOT COMMAND is that some printers cancel some commands after each line is printed. (For example the expanded print mode is cancelled after each line by a Star or Epson printer.) This DOT COMMAND eliminates having to manually send the code before every line because WRITE NOW! will do it for you. The DOT COMMAND ".pc 0" (ZERO) will turn this function off.

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REDEFINE CHARACTER .rc ? ###

? may be any keyboard character (ie. up arrow, pi symbol, British pound symbol, etc.)

can be any number from 0 to 255.

This DOT COMMAND allows you to assign a substitute value to any keyboard character. Whenever WRITE NOW! encounters that character in your text it sends your printer the substitute value instead. For example if you are using a Star printer you may want to define the up arrow key to the value of 203, then whenever that symbol is encountered in your text WRITE NOW! sends the printer a CHR\$(203) which causes the printer to print the copyright symbol in your document. A character may be redefined as often as you like and you may wish to use only one character and keep redefining it whenever you need a special code sent to the printer.

DEFAULT .df

If you redefine several of the keyboard characters using the ".rc" DOT COMMAND the DEFAULT DOT COMMAND will reset all redefined characters to the original values. This is a lot easier than doing them one at a time and if you use more than a couple of characters it is easy to get confused and forget to reset one or more.

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ESCAPE SEQUENCE .es ###

can be any number from 0 to 255.

This DOT COMMAND is so useful and versatile that we will only be able to scratch the surface of the various uses for it. It will be covered in more detail in the Helpful Hints section but even that will be only a small part of the possibilities. This command is unique to WRITE NOW! and not available in other C-64 word processors.

The ".es" DOT COMMAND is used so closely in conjunction with the COMMODORE/E (escape) COMMAND that we must cover them both at the same time. But before we can define these commands you must know what a printer escape code is and how it works. For those of you that do know you may want to read this discussion anyway.

PRINTER ESCAPE CODES

Most printers have special functions that they are capable of performing. The printer must be told to perform these functions by some method that doesn't interfere with the printing of normal text. There exists a pseudo-standard that reserves the values from 1 to 31 (inclusive) and 129 to 159 (inclusive) as printer control codes. Some of these codes are the same for all

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printers (ie. 13=RETURN, 10=line feed, etc.) but many are different so consult the manual that came with your printer as we discuss these commands.

In basic programming some of these commands may be sent to the printer automatically. For example when a complete line is printed your computer automatically sends a RETURN (13) character. But any of these may be sent to the printer as a CHARACTER STRING (ASCII) VALUE using the format:

```
PRINT#4,CHR$(###)
```

This is a good method of sending special commands to a printer except that after subtracting the standardized commands (these commands usually appear twice, once as the value itself and once as that value plus 128) there are not enough numbers free to send all of the special commands found in today's sophisticated printers.

As a solution to this problem another pseudo-standard has been adopted. It is called the ESCAPE SEQUENCE. An ESCAPE SEQUENCE simply put is the ESCAPE character (which has been standardized as the CHARACTER VALUE 27 or CHR\$(27)) followed by one or more characters. There is no standardization of ESCAPE SEQUENCES, so use your printer's manual to determine what characters you should be using.

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When a printer is sent a value of 27 it knows (because it was programmed to know) that the next character is an instruction to the printer and it should not print that character. When the instruction character is received the microprocessor in the printer looks up what special function that character refers to. The microprocessor then checks that special function to determine if there is any other information necessary to the performance of that special function. If there is additional information necessary the microprocessor in the printer waits for as many characters as necessary from your computer to complete the command.

When the printer has all of the necessary information it will then stop accepting characters from your computer until it has reprogrammed itself (for example to print italic characters or dot addressable graphics) as instructed. Some of these instructions remain in effect until they are cancelled by another escape code sequence, others might cancel themselves after one or a specified number of characters and some are cancelled by an event such as the receipt of a RETURN character.

Finally after all this the printer is again ready to accept characters from your computer. This is a very simple explanation and it is referenced to programming in basic but it should help you understand the

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concepts involved when we deal with the ESCAPE SEQUENCE as it applies to WRITE NOW!

THE COMMODORE/E (escape) COMMAND

We have already covered sending special codes to the printer using the ".sp ###" DOT COMMAND and for a lot of things that will work just fine. That method has some limitations however. First, because it is a DOT COMMAND it must be the first thing on a line. Second, only one value at a time can be sent, so to send a complicated ESCAPE SEQUENCE using 5 or 6 characters would take a lot of typing.

WRITE NOW! provides an alternate method of sending instructions to the printer. Holding down the COMMODORE key and pressing the "E" key will put a reversed "E" in your text. While printing text, if WRITE NOW! comes to a COMMODORE/E (ESCAPE CODE CHR\$(27)) anywhere in your text it will send a character value of 27 to the printer. You should place the character (or characters) required for the rest of the ESCAPE SEQUENCE right after the COMMODORE/E (ESCAPE CODE CHR\$(27)) with no spaces separating them. So, using this method you could for example, put an ESCAPE SEQUENCE before a single word in the middle of your text to underline that word and then put another ESCAPE SEQUENCE after the word to turn off the underline function. This will allow you to use your

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printer's special capabilities to change the way words, a word or even one letter is printed any place in your text.

Now that you know how to send an ESCAPE SEQUENCE in the middle of a line, that leaves us with only one small problem to clear up. WRITE NOW! counts all of the printable characters sent to the printer for the purpose of determining how many words will fit on a line and if you are using the FILL JUSTIFY function, how many spaces to add to the line. Since all of the characters in an ESCAPE SEQUENCE are considered printable characters by WRITE NOW! We must tell WRITE NOW! that the ESCAPE SEQUENCE characters are not to be counted. This is where the ".es ###" DOT COMMAND is used. If no ESCAPE SEQUENCE DOT COMMAND has been put in the text, WRITE NOW! assumes the ESCAPE SEQUENCE length is two characters long (the 27, and the first instruction character). Most ESCAPE SEQUENCES are in fact two characters long, but some aren't. For those ESCAPE SEQUENCES that are longer than two characters you should put the DOT COMMAND ".es ###" (###=any number from 2 to 255,### should be equal to the total length of the escape sequence, including the COMMODORE/E) somewhere in your text before the ESCAPE SEQUENCE is used. This will tell WRITE NOW! that from now on it should consider all escape codes to be ### characters long. It will retain this value until another ESCAPE SEQUENCE DOT COMMAND is received.

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For a further discussion of the COMMODORE/E (ESCAPE CODE CHR\$(27)) and ESCAPE SEQUENCE DOT COMMAND functions be sure to refer to the Helpful Hints section in the appendix. Also in the appendix you will find a handy chart listing some of the ESCAPE SEQUENCES to be used with some of the more popular printers.

COMMODORE/K Keyboard input function.

WRITE NOW! provides a method of telling the computer to wait for some instructions or information from you while printing a document. This is the COMMODORE/K COMMAND and it is also very versatile. You may tell WRITE NOW! to stop printing and wait for an input from the keyboard (you) at any time in a document by holding down the COMMODORE key and pressing the "K" key. WRITE NOW! will place a reversed video "K" at that point in your text. When WRITE NOW! comes to a COMMODORE/K COMMAND during the printing of a document it will pause and prompt you to type in some data with the prompt:

K>

You may then type in up to 36 characters of text or instructions. When you are done. You must press the RETURN key to signal WRITE NOW! that you have entered the desired data and it should resume printing.

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What makes a COMMODORE/K COMMAND so powerful is the fact that a COMMODORE/K COMMAND can be used any place in your text. For example, you could put a COMMODORE/K COMMAND after Dear and before the : in a form letter to allow you to personalize the form letter by entering the person's name on each letter during printing. You could use the COMMODORE/K COMMAND in a standard form letter you use to send out price quotes, because most of the information is the same except for the price and the part number or item description. You can even use a COMMODORE/K COMMAND in a DOT COMMAND or an ESCAPE SEQUENCE. A good example of this would be a form letter like the one shown in the appendix. The only place that you can't use a COMMODORE/K COMMAND is inside the text of a BUILDING BLOCK as it is being called from the disk or tape. Also after you use a ".bb" command any subsequent COMMODORE/K commands will be ignored. This was not by our choice, but was caused by the functions of the C/64 kernal routines.

MESSAGE .ms text

Text can be any text upto 32 characters

This DOT COMMAND allows you to put a message in your text to prompt the user for the proper COMMODORE/K input.

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MAIL MERGE .mm FILENAME

FILENAME can be any file that is stored on your disk or tape in the correct format.

This DOT COMMAND is used in conjunction with the COMMODORE/V COMMAND and we will explain both of these commands at this time. First, we will discuss the ".mm" DOT COMMAND.

If you want to send out a customized form letter that includes the name, address and other pertinent data within the body of your letter, the ".mm" DOT COMMAND is for you. As you will see the flexibility of this DOT COMMAND makes it one of the most useful mail merge functions available for any word processor. The ".mm" DOT COMMAND will require an existing file that has been created specifically for its use. The MAIL NOW! mailing list processor program (available from any CARDCO dealer) provides the easiest method of creating this file, but we will tell you how to create your own files at the end of this section.

An understanding of the make up of a ".mm" file will give you a better understanding of just how this system works. A properly formatted ".mm" file is made up of from 2 to 600 SUB-FILES. Each SUB-FILE is composed of from 1 to 16 items of data called FIELDS. For example, say we have a typical

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mailing list (let's call it by the FILENAME "MAIL 1984") of 100 entries. Each entry consists of a first name, a last name, an address, a city, a state and a zip code. We now have a FILE (MAIL 1984) with 100 SUB FILES, and each SUB-FILE has six FIELDS (first name, last name, address, city, state and zip code).

The ".mm" DOT COMMAND should always be the first item of your document. It should precede everything else including all other DOT COMMANDs. Once WRITE NOW! sees the ".mm" it will automatically generate one copy of your letter for each SUB-FILE in the master ".mm" FILE. You may use the "NUMBER OF COPIES" function on the PRINT MENU to print more than one copy of each letter if desired. If this function is used, WRITE NOW! will generate one letter for each SUB-FILE then after printing the last letter it will return and run through the list again. This process will be repeated until WRITE NOW! has printed the complete list as many times as requested in the NUMBER OF COPIES function of the PRINT MENU.

Well, so far we know that the ".mm" DOT COMMAND must be the first item in our document, that the ".mm" FILENAME file must already exist on our disk or tape and that each ".mm" FILE is made up of SUB-FILES and each of these SUB-FILES is made up of FIELDS. Now all you need to know is how to put each of those FIELDS into your document.

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THE COMMODORE/V (insert ".mm" FIELD) COMMAND

The COMMODORE/V COMMAND is put into your text just like the COMMODORE/E or the COMMODORE/K commands. Hold down the COMMODORE KEY and press the "V" key. This will result in a reversed video "V" being shown on your video display. The COMMODORE/V COMMAND also requires a letter immediately following it. (For example, "Va" .)

The letter that follows the COMMODORE/V COMMAND defines the FIELD of the current SUB-FILE that is to be entered at that location. That statement is going to require a better explanation! So, here it is.

Please remember our previous example FILE with 100 SUB-FILES and 6 FIELDS. As WRITE NOW! starts to print your document, it goes to the ".mm" file and reads all of the FIELDS of the first SUB-FILE. WRITE NOW! assigns each of these fields a variable name starting with A for the first FIELD. Think of the "V" in the COMMODORE/V COMMAND as meaning VARIABLE, and the letter that follows as the name of that variable. So, when you put "Va" in your text you are really asking WRITE NOW! to put "Variable A" at that location. Now with a variable name assigned to each FIELD you can place any FIELD (Variable) any where in your text. You can re-use FIELDS as often as needed. After printing each document WRITE NOW! returns to the ".mm" FILE and reads in the next SUB-FILE

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and continues with this process until the letters are printed for all SUB-FILES contained in the ".mm" FILE.

Using our "MAIL 1984" example, "Va" will be used whenever you want to print the first name FIELD, "Vb" for the last name FIELD, "Vc" for the address, "Vd" for the city, "Ve" for the state and "Vf" for the zip code. If there were more than six FIELDS in each SUB-FILE the Variable names would continue up to the limit of a maximum of 16 FIELDS ("Vp") in each SUB-FILE. Again, remember you can use each Variable as often and in any position you need it. If you think about it the possibilities are almost limitless.

SPECIAL NOTE: As we said before using MAIL NOW! is the easiest way to create ".mm" FILES. But, you can create your own. The format of a ".mm" FILE is: ".mm" FILES are sequential files. CHR\$(173) is used to separate FIELDS within each SUB-FILE, CHR\$(159) is used to separate SUB-FILES, CHR\$(42) is used as the FILE terminator

This concludes the section on formatting. Use this manual as a reference as needed. There is an index provided at the end of this manual to help you find what you need more easily. Presenting attractive organized reports, letters and documents can make you more money or get you better grades. WRITE NOW! provides the tools, but only you can use them to your advantage.

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SYSTEM COMMANDS

This section will be devoted to various commands that are available within WRITE NOW! to tailor WRITE NOW! to the particular needs of your system and to make WRITE NOW! perform its various functions. There are three menus and various single key commands that fall into the category we refer to as system commands.

Calling a menu to the screen will not destroy or change any text you have entered. The menu will appear on the screen, but the text is stored waiting to return at your command.

THE PRINT MENU

The first six formatting parameters on the menu can be set in two ways. First, they will be the first six items on the PRINT MENU. The PRINT MENU will be displayed every time you issue the PRINT command by pressing the "F1" (PRINT MENU on the keyboard overlay) key. This menu has nine pre-set print options.

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The first six directly correspond to the first six DOT COMMANDs we covered in an earlier section. For most of your letter style documents these parameters will provide exactly what you will need. So there will be no need to change them. If however, your needs dictate a different format you can change these parameters in either of two ways. You may use the DOT COMMAND as described earlier by placing a DOT COMMAND in your text, or you may change the item on the PRINT MENU. The format commands on the menu will be used until WRITE NOW! hits a DOT COMMAND that will override one of the pre-set parameters. WRITE NOW! will obey the new parameter from then on unless WRITE NOW! hits another DOT COMMAND requesting that parameter be changed again. Setting formats by the use of a DOT COMMAND has the advantage that a DOT COMMAND is stored with the text on tape or disk and will be recalled automatically with the text so it is not necessary to remember what format you used for each document.

Changing a value on the PRINT MENU is done by first entering the number of the item you want to change in response to the prompt:

ENTER SELECTION ->

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WRITE NOW! will then place the cursor on the value at the end of that line. You should now enter the value you want to use. Then press the <RETURN> key. WRITE NOW! will store the new value and return to the prompt:

ENTER SELECTION ->

You may now repeat the process until you have set all the values you want changed. When you are done you may either return to your text by pressing the RUN/STOP key or go on to print your document by pressing the 0 (ZERO) key telling WRITE NOW! that you want to make NO CHANGE.

PRINTING MORE THAN ONE COPY

Item seven on the print menu allows you to request the number of copies of your document you want printed. You may request up to 99 copies.

PRINTING ONLY SELECTED PAGES

The last two items on the PRINT MENU tell WRITE NOW! what pages of your text you want printed. Using these two commands you can print (to the printer or to the screen) any page or pages of your document without having to print the entire document.

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For example if you only wanted to print page 3 of a 10 page document you would change the following:

8 START PAGE# 1

Change to read

8 START PAGE# 3

And you would change the

9 ENDING PAGE# 99

to read

9 ENDING PAGE# 3

WRITE NOW! will now print only page 3 of your document.

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THE HIDDEN PRINT MENU OPTIONS.

There are three other PRINT MENU OPTIONS that you can change. These options are not shown on the menu during normal operation.

STRAIGHT ASCII

With the print menu on the screen try pressing the "A" key. The words "STRAIGHT ASCII" should have appeared below the last item on the menu. If you press the "A" key again the words will disappear. When the words "STRAIGHT ASCII" are on the screen WRITE NOW! will automatically convert the non-standard Commodore ASCII codes Commodore computers normally send to Commodore printers to the standard ASCII codes used by most (ie. EPSON, MANNESMAN TALLY, STAR, OKIDATA, PROWRITER, etc.) printers.

Commodore printers have programming in the printer to force them to print the non-standard Commodore ASCII codes normally sent out by Commodore computers. If you have a Commodore printer do not use the "STRAIGHT ASCII" function.

Likewise, some smart interfaces (like the "CARD/PRINT" from CARDCO, Inc.) have programming in them that allows the option of converting these codes to STANDARD ASCII. If you have a smart interface you can use either mode of operation as the situation requires.

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If you own a dumb interface that does not do the required ASCII conversions you must use the "STRAIGHT ASCII" mode.

AUTOMATIC LINE FEED

The second hidden command is the auto line feed switch. Some printers automatically advance the paper each time a line of text is printed, others allow the user the option of a switchable automatic line feed. Since the printer is generally more flexible with the line feed turned off, most users run them that way. This option allows you to turn on the automatic line feed function from the keyboard of your computer.

Pressing the "L" key when the PRINT MENU is on the screen will turn on the auto line feed switch and display the words "LINE FEEDS ON" below the last item of the menu. Pressing the "L" key again will cause the words to go away and turn off the automatic line feed.

If you are using a Commodore printer do not use the automatic line feed function. The 1515, 1525 and 1525E have mandatory line feed and therefore turning the function on will cause double spacing.

If you have a smart interface and a printer that allow you to optionally turn the automatic line feed on or off, you can use the function as desired.

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If you are using an interface that has no provisions to add the automatic line feed, you must either turn the line feed switch on on your printer, or use the automatic line feed function provided by WRITE NOW!

SPECIAL SITUATION: Some printers (Smith-Carona TP-1 for example) have a mandatory automatic line feed that cannot be turned off. If you are using a "CARD/PRINT" interface with a printer of this type you should not use the automatic line feed option. You should also use the OPTION MENU which we will discuss next to send a SECONDARY ADDRESS of 8 to the interface. This will overcome the double line feed problem that is present with this type of printer.

80 COLUMN OUTPUT

This option will send the output of WRITE NOW! to your video monitor instead of your printer. To enable the 80 COLUMN OUTPUT option simply press the letter "O" when the PRINT OPTION MENU is on the screen. The screen will display "80 COLUMN OUTPUT" near the bottom of the screen, this will tell you that the 80 COLUMN OUTPUT mode is enabled. To disable the 80 COLUMN OUTPUT mode simply press the "O" letter key again and the "80 COLUMN OUTPUT" will vanish and the output will be sent to printer as normal.

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When you are in the 80 COLUMN OUTPUT mode your screen will display your text almost exactly as it will be printed by your printer. The only thing that will not be sent to your video screen will be the codes sent by the ".sp", ".es", and Commodore/E commands. These codes are not sent to the video output because they cannot be translated into meaningful information for use by the Commodore video output chip. For example CHR\$(18) might mean something to your printer but it means "REVERSE ON" to the video display of your Commodore 64, and because we designed WRITE NOW! to work with a wide variety of printers that all use different codes to do their own special functions it was impossible to duplicate these functions on the video display.

Aside from the special printer dependant functions described above, everything else that is sent to your printer will be displayed in the 80 COLUMN OUTPUT mode. That includes all margins, paragraphs, fill and center justifications, headers, footers, page numbers, conditional paging and every thing else that affects how your document will look when you print it on your printer.

Another thing you should be aware of is that in the 80 COLUMN OUTPUT mode the characters are half the size that they are in the normal 40 column mode and you will have some difficulty reading the text on a normal television (even a mis-aligned monitor may

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blur or cause color aberrations) but you should still be able to see what the format of the text will be like. So don't plan on using the 80 COLUMN OUTPUT mode for spotting spelling errors. Use it to see if your margins are O.K., or if you forgot to turn off the center justification command, or if a chart slops over from one page to the next. The 80 COLUMN OUTPUT mode can save you a lot of paper and a lot of time when you are trying to achieve the "PERFECTLY FORMATTED TERM PAPER" or some other equally important document.

THE OPTION MENU

This menu is called up by holding down the CONTROL key and pressing the 7 key. There are five options on this menu. As with the PRINT MENU you select the option you wish by pressing the matching number key on the top row of the keyboard. The cursor will move to the value of the option line you select. You should then enter the value you want on that line and press the RETURN key. The cursor will return to the selection prompt and ask you to enter another selection. You can get back to your text from this menu by pressing the "0" option for "NO CHANGE" or press the RUN/STOP KEY.

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The prompts on the option menu include:

CASSETTE OR DISK ???

STORAGE

1 DEVICE NUMBER ->8

This option allows you to select the device number of your tape drive, disk drive or other mass storage device.

If you are using a tape system you must specify 1 in this line.

If you are using a disk drive you should specify the DEVICE NUMBER that is assigned to your disk drive (usually 8, but it could be 9, 10 or 11) in response to this option.

If you are using another mass storage system, you should specify the device number as given in the instructions for that device.

PRINTER

2 DEVICE NUMBER ->4

This option allows you to specify which printer device number (4, 5, 6, and 7 are all allowed) you want to send the text to.

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3 SECONDARY CMD ->7

This option allows you to send any secondary command you wish (any value from 0 to 31 is acceptable, 7 is the standard for most systems including the VIC printers) to include in the command to the printer. If you are using a "CARD/PRINT" refer to the "CARD/PRINT" instruction manual for a listing of the various optional secondary addresses you may use.

OTHER

4 PARAGRAPH TAB ->2

This option is covered in great detail in the section about the paragraph command earlier in this manual.

0 NO CHANGE

If you have changed all of the options to your desired values, pressing this key will return you to your text.

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SINGLE KEY SYSTEM COMMANDS

There are several other handy commands built into WRITE NOW!

THE RUN/STOP KEY

Most of the time if you accidentally start a function or special command, or if you just want to quit a function, pressing the RUN/STOP key will do the trick. For example, if you are in the REPLACE function non-automatic mode and you spot a mistake that you want to edit, pressing the RUN/STOP key will terminate the operation.

INSTANT DISK DIRECTORY

You may see a DISK DIRECTORY at any time by holding down the CONTROL KEY and pressing the Ø key. Your text will temporarily go away and a disk directory will be displayed on your screen. When you are done viewing the directory, pressing any key will return your text to the screen.

THE DISK DRIVE MENU

The DISK DRIVE MENU is provided so that if you run out of disk room, or need to format a disk you can do so without creating any problems. To get to the DISK DRIVE MENU

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hold down the shift key and press the "F1/F2" key. The DISK DRIVE MENU will then appear on your screen. You may now use the options shown to initialize a disk or rename and scratch files. To return to your text you will need to press the RUN/STOP KEY.

HELP SCREENS

The "F7" key will take you to the help screens. There are four screens of information in the help section. Each time you press the "F7" key the next screen will be displayed. After all four screens have been displayed you will be returned to your text. You can also return to your text from any screen by pressing the RUN/STOP key. The HELP screens will provide a quick guide to all of the DOT COMMANDS and other special functions.

CHANGING SCREEN COLORS

If you have trouble reading your text because of poor quality video display the CONTROL/9 key combination will cause a change in screen/character color combinations. There are four combinations provided and each time you press the CONTROL/9 keys the display will move to the next combination. Find the most readable one for your system.

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SAVING TEXT

Pressing the "F3" function key will start the SAVE text function. You will be prompted with:

FILE TO SAVE:

Enter the name you wish to assign to the text in memory and press the RETURN key. If you have entered a filename during a previous operation the filename will appear on the prompt line. If you do not wish to use this filename simply type in a new one. If this filename is acceptable you don't have to type it in again, just press the RETURN key.

When in the course of saving a file WRITE NOW! finds a file with the same filename on a disk, WRITE NOW! will automatically replace the old file with the new one. So be careful with your filenames. Also we usually save two copies of each file of any importance, on separate disks when possible, but at least twice on the same disk under different filenames. For example you might want to save MANUAL and MANUAL B/U.

When the SAVE function is complete your text will be returned to the screen. You may then PRINT it or continue editing or adding more text. When typing in a long document it

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is good practice to save the text at several intermediate points in case of a catastrophe, like a power outage or your toddler pulling the plug on your computer.

NOTICE: TRY NOT TO USE FILENAMES LONGER THAN TEN CHARACTERS FOR BEST RESULTS.

LOADING TEXT

Pressing the "F4" function key will start the LOAD text function with the prompt:

FILE TO LOAD:

Enter the name of the file you want to load and press the RETURN key. If you have entered a filename during a previous operation the filename will appear on the prompt line. If you do not wish to use this filename simply type in a new one. If this filename is acceptable you don't have to type it in again, just press the RETURN key.

TEXT CHAINING IS AUTOMATIC

When you load new text WRITE NOW! automatically adds it to the end of any existing text. This feature allows you to build documents up out of smaller documents or parts of documents.

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This feature also cures a problem I seem to have had, that is ACCIDENTALLY LOADING a document over the document I wanted to save, thereby wiping out several hours of work. (I was using a TRS-80 with the RADIO SHACK word processor.) Now if I goof WRITE NOW! simply adds the bad text to the end of the new text. All I need to do to correct my blunder is mark the bad text as a block and use the DELETE BLOCK COMMAND. Never again will I type for hours to rebuild what I stupidly lost.

By the way remember you can use the CLEAR ALL TEXT COMMAND if you want to get rid of all the old text in a hurry before you load in some new text.

THAT'S ALL FOLKS

That's all there is to the main part of this manual. There is a lot of good information in the appendix for you to read if you get the urge to. We at CARDCO, Inc. sincerely hope you enjoy using your WRITE NOW! word processor. If you need help our phone number is at the top of every page of this manual.

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ERROR CODES

WRITE NOW! includes some sophisticated error handling routines that prevent system crashes and bomb outs. This can save you a lot of re-entering of data. We do recommend that you save your work regularly on tape or disk when dealing with lengthy documents.

When an error is detected by WRITE NOW! an error message is displayed on your screen. Most of these are mistakes in your entry or procedures. But, errors in the I/O section (printer and disk drive) can also occur, some of these are listed below:

The STOP key was pressed
File not found
Device not present
Illegal device number
Serial bus error

When these errors are detected you can usually try the function again and it will work. If this fails to produce a response, check to be sure that all of your external devices are properly wired up and turned on. Then try calling the disk directory and trying to do your desired function again. As a last resort try turning off and on your external devices and calling for a disk directory again.

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Special Printer Codes

Q. How do I print a letter with just one word underlined, emphasized or printed in expanded print?

A. If your printer can do these features, underlining and emphasized or double strike print are easy, but expanded print takes a bit of an explanation. So, let's start with the easy part first.

To use the special functions of your printer you will have to consult either your printer's instruction manual, or the chart in FIGURE #1 (this chart lists the most common control codes for the most popular printers) to find out what code will cause the result you want. These codes are usually escape codes which mean that the code is sent to the printer as an escape sequence as explained on pages 57-59 of this manual. For example, to underline a word with a Prowriter printer you would place the escape code (COMMODORE/E) then an "X" (from the chart in FIGURE #1) to turn on the underline function. Then after the word place the COMMODORE/E again followed by a "Y" to turn off the underline function.

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This is shown in FIGURE #2. Also in FIGURE #2 is an example of how to underline a word with other printers.

Star printer owners will notice that the UNDERLINE escape sequence for the Gemini 10 printer is three characters long. So they should use the (.es) command to change the escape sequence length to 3 for this code. This is also shown in FIGURE #2. Remember not all escape codes are two characters long.

When using the COMMODORE/E command remember to be sure that no blank spaces are between the COMMODORE/E and the code you wish to send. Remember to turn the function off when you are done with it. And WRITE NOW! will automatically take care of justifying your text if you supply the proper escape sequence length.

Now for the expanded print problem. (Refer to FIGURE #3.) When you send the code to put your printer into the expanded print mode there are several things you need to do.

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First, the code to tell most printers to go to the expanded print mode is CHR\$(14). There is no key on your keyboard that sends a CHR\$(14) to the printer, so you must use the (.rc) dot command to define a character as equal to CHR\$(14). There is a chart in FIGURE #3 that gives some seldom used characters that you can redefine. Once you have defined a keyboard character as CHR\$(14) you can use it whenever you want to put your printer into the expanded mode.

Second, because this character is sent without a COMMODORE/E escape code, WRITE NOW! will think that this character is a printable character and allow room for it in the line of printed text causing the right margin to be off. Also, WRITE NOW! doesn't know that each character you print is using the space of two normal sized characters. So, to make this work out we have to fool the program into thinking it is putting the proper number of characters on each line.

Last, we need to send the code to turn off the expanded print mode. As with the CHR\$(14) this code is not on the keyboard either. The code to quit expanded printing is usually CHR\$(15) or CHR\$(20). So, as before, we must define another character to equal CHR\$(15) (or 20) and this character will be counted in the character count for margin determinations.

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The solution to all this is really quite simple. If WRITE NOW! counts the CHR\$(14) as a printed character we will have one too few characters on our line. Now, if WRITE NOW counts the first character of the word we want to expand as a normal letter when it actually occupies the space of two normal characters we will have one too many characters, and the one too few from the CHR\$(14) code will nullify each other and we have the right number of characters on the line. The same thing happens with the last character and the CHR\$(15) code, they cancel out as well. Great if you only want to send two letter words! Well, all the letters in the middle can be taken care of by sending more CHR\$(15) codes (see FIGURE #4) because a CHR\$(15) means go to normal print mode no matter how many times you send it. In the example we expand the word "print" by sending the redefined character meaning CHR\$(14), then the word "print" (five letters) then the redefined character meaning CHR\$(15) as many times as we need, in this case four. You can use this method to send dummy characters like CHR\$(0) to shorten a line, or expanded spaces to lengthen a line whenever you need to.

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**Store Your Personal Format

Q. Isn't there an easier way to format text my own way and set up for my printer's special codes.

A. Naturally! Create your own format and printer configuration, then save them as a file under the name format. Now just do a (.bb format) as the first line of every document you enter and you save a lot of work. See FIGURE #5 for an example of a format file.

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Super Form Letter

Q. I would like to set up form letters that can have one or two paragraphs of information that are different. Do I need to prepare several different form letters or is there an easier way?

A. There is an easier way. We call it the SUPER FORM LETTER. The keys to the super form letter are the COMMODORE/K command and BUILDING BLOCKS.

First, construct the body of your form letter with your return address at the top. Now type: DEAR(space)and another COMMODORE/K then the ":" for your salutation. Next, enter the body of the text that will not change.

Now comes the trickery. You can use a BUILDING BLOCK DOT COMMAND followed by a space then a COMMODORE/K to call the rest of the letter from disk files that you have previously prepared that respond to the more common questions. When WRITE NOW! prompts you with the K> prompt you respond with the file of your choice.

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You can use as many COMMODORE/K's as you need before the ".bb" file, but you can only use one ".bb (K)" command. Any COMMODORE/K commands issued after the ".bb" command will be ignored. After the BUILDING BLOCK COMMAND you should type in a closing and signature line.

For neatness you may want to use the CONDITIONAL PAGE COMMAND before each paragraph in your BUILDING BLOCK DISK FILES to prevent broken paragraphs.

A sample of the super form letter can be found in FIGURE #6.

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PRINTER CODES FOR DOT MATRIX PRINTERS *****

*	EPSON	STAR	OKIDATA	PROWRITER	COMMODORE
*	MX-FX-RX	G-10 &	92 & 94	C-ITOH &	1525 &
*	80 & 100	G-15		NEC 8023	AXIOM 100

=====
UNDERLINE E-(\$1) E1(\$1) EC EX N/A
=====
OFF E-(\$0) E1(\$0) ED EY N/A
=====
BOLD EG EG ET E1 N/A
=====
OFF EH EH EI E" NA
=====
EMPHASIS EE EE ET N/A N/A
=====
OFF EF EF EI N/A N/A
=====
EXPANDED (\$14) (\$14) (\$31) (\$14) (\$14)
=====
OFF (\$20) (\$20) (\$30) (\$15) (\$15)
=====
ITALICS E4 E4 N/A N/A N/A
=====
OFF E5 E5 N/A N/A N/A
=====
SUBSCRIPT ES(\$1) ES(\$1) EL N/A N/A
=====
OFF ET ET EM N/A N/A
=====
SUPRESCPT ES(\$0) ES(\$0) EJ N/A N/A
=====
OFF ET ET EK N/A N/A
=====
CORR.QUAL.N/A N/A E1 N/A N/A
=====
NORM.QUAL.N/A N/A E0 N/A N/A
=====

FORMAT:

IF AN E IS FIRST IT IS ALWAYS THE COMMODORE E ESCAPE CODE.
THE NEXT CHARACTERS MAY BE EITHER NORMAL LETTERS LIKE E OR X
OR THEY MAY NEED TO BE ASCII VALUES SHOWN AS (\$XX).
IF THEY ARE ASCII VALUES YOU WILL NEED TO USE THE (.RC)
DOT COMMAND TO ASSIGN THAT VALUE TO A SPECIAL CHARACTER.

FIGURE #1a

Examples of special printer codes for
dot matrix printers.

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PRINTER CODES FOR LETTER QUALITY PRINTERS *****

*	CADRCO	BROTHER/	SMITH-	SILVER	C-ITOH
*	LQ/1	DYNAX	CARONA	REED	F-10/
*		HR-15	TP-1	EXP 500	F-15
=====					
SUBSCRIPT	EU	EU	N/A	EU	EU
=====					
OFF	ED	ED	N/A	ED	ED
=====					
SUPSCRIPT	ED	ED	N/A	ED	N/A
=====					
OFF	EU	EU	N/A	EU	N/A
=====					
UNDERLINE	*	EE	EM	*	E(\$95)
=====					
OFF	*	ER	EM	*	ER
=====					
BOLD	*	EF	*	*	EO
=====					
OFF	*	E&	*	*	E&
=====					

IF AN E IS FIRST IT IS ALWAYS THE COMMODORE E ESCAPE CODE.
THE NEXT CHARACTERS MAY BE EITHER NORMAL LETTERS LIKE E OR X
OR THEY MAY NEED TO BE ASCII VALUES SHOWN AS (\$XX).
IF THEY ARE ASCII VALUES YOU WILL NEED TO USE THE (.RC)
DOT COMMAND TO ASSIGN THAT VALUE TO A SPECIAL CHARACTER.

- * NOTE: UNDERLINING ON THESE PRINTERS IS DONE ONE CHARACTER AT A TIME. HERE IS THE PROPER PROCEEDURE:
 1. USE THE .RC FUNCTION TO DEFINE \ AS CHR\$(8)
 2. USE THE .RC FUNCTION TO DEFINE @ AS CHR\$(0)
 3. USE THE .RC FUNCTION TO DEFINE * AS CHR\$(95)
 4. USE THE .ES FUNCTION TO SET .ES 4
 5. AFTER EACH LETTER YOU WANT TO UNDERLINE PUT E@*
 (THE BASIC EQUIVALENT OF THIS SEQUENCE WOULD BE CHR\$(27)CHR\$(0)CHR\$(8)CHR\$(95))

- * NOTE: BOLD PRINT ON THESE PRINTERS IS DONE ONE CHARACTER AT A TIME. HERE IS THE PROPER PROCEEDURE:
 1. USE THE .RC FUNCTION TO DEFINE \ AS CHR\$(8)
 2. USE THE .RC FUNCTION TO DEFINE @ AS CHR\$(0)
 4. USE THE .ES FUNCTION TO SET .ES 4
 5. AFTER EACH LETTER YOU WANT TO BOLD PUT E@\
 AND THEN REPEAT THE CHARACTER TO OVERSTRIKE.

FIGURE #1b

Examples of expanded special printer codes for letter quality printers.

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This is the sequence to EXunderline a word if you are using a C-ITOH, or Prowriter or NEC-8023 printer.

This is the sequence to Cunderline if you are using an OKIDATA printer.

.es 3
.rc £ 0
.rc 0 1

This is the sequence to -Cunderline- if you are using an EPSON printer.

.es 2
.df

.es 3
.rc £ 0
.rc 0 1

This is the sequence to 1Cunderline1 if you are using a STAR printer.

.es 2
.df

POS=245 INSERT=OFF FREE=30304

FIGURE #2

Examples of using the escape functions to do underlining on several printers.

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This is a list of seldom used characters that you might want to use as redefined characters for special purposes.

£	British pound sign
↑	Up arrow
↕	Shifted up arrow
*	Asterisk
—	Shifted asterisk
⌘	Commodore asterisk
&	Ampersand
[	Square left brace
]	Square right brace
<	Left bracket
>	Right bracket
+	Shifted plus sign
	Shifted minus sign
%	Commodore minus sign
#	Shifted 3
%	Shifted 5
&	Shifted 6

POS=1724

INSERT=OFF

FREE=28825

FIGURE #3

You can redefine any character but these are not normally used very often. If you redefine characters that you would normally use (like A or b, etc.) remember to use the ".de" command to restore the normal values.

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.rc £ 14

.rc † 15

£

£

In this example we will †print££££ some expanded words. Do not forget about the spaces between words if you want to expand two or more words. This is how you might expand †two££ †words£££ and not the space between them.£

£

Expanding the spaces between words can be done but it must but done with a lot of care in case the line breaks on a space that has been expanded.£

£

POS=249

INSERT=OFF

FREE=30312

FIGURE #4

Examples of expanded expanded printing with text justification.

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C

.tm 6C

.lm 50C

CARDCO, Inc.C

313 MathewsonC

Wichita, Ks.C

67214C

C

.lm 12C

.bm 8C

.tw 60C

.hc +C

.he 1 58 Page +C

.rc £ 0C

.rc † 1C

.rc | 14C

.rc % 15C

.es 2C

POS=1994

INSERT=OFF

FREE=28671

FIGURE #5

This is an example of a personalized format that could be saved as a ".bb" file.

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☐

☐

.1m 50☐

CARDCO, Inc.☐

313 Mathewson☐

Wichita, Ks.☐

67214☐

.1m 8☐

☐

☐

Dear ☐:☐

☐

This is an expmple of a super form
letter. This paragraph would normally be
your standard intoduction.☐

☐

.bb ☐☐

☐

.1m 50☐

Sincerely,☐

E.J. Lippert II☐

POS=1260

INSERT=OFF

FREE=29309

FIGURE #6

A super form letter may look like this.

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.1m 48

CARDCO, Inc.
313 Mathewson
Wichita, Ks.
67214

.1m 8

.mm mail 1984

Ua Ub

Uc

Ud, Ue

Uf

Dear Mr. Ub:

Thank you for your intrest in our products. In response to your question, Ua, We have several dealers in the Ud area who carry our printers. Our entire line of letter quality printers are set up to plug into your Commodore computer with no need for an external interface required.

POS=535

INSERT=OFF

FREE=29873

FIGURE #7

Here is an example of a form letter using the mail merge (.mm) functions.

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PRINT OPTIONS

0	NO CHANGE	
1	Left Margin	->8
2	Text Width	->65
3	Top Margin	->3
4	Bottom Margin	->8
5	Page Length	->66
6	Page Number	->1
7	Line Spacing	->1
8	Start Page#	->1
9	Ending Page#	->99

ENTER SELECTION ->■

FIGURE #8

This is what the PRINT OPTIONS MENU looks like when called to the screen.

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PRINT OPTIONS

0 NO CHANGE

1	Left Margin	->8
2	Text Width	->65
3	Top Margin	->3
4	Bottom Margin	->8
5	Page Length	->66
6	Page Number	->1
7	Line Spacing	->1
8	Start Page#	->1
9	Ending Page#	->99

STRAIGHT ASCII
LINE FEEDS
80 COLUMN OUTPUT
ENTER SELECTION ->■

FIGURE #9

This shows the PRINT OPTIONS MENU with all three hidden commands active.

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OPTION MENU

0 NO CHANGE

STORAGE

1 Device Number ->8

PRINTER

2 Device Number ->4

3 Secondary Cmd ->7

OTHER

4 Paragraph Tab ->2

ENTER SELECTION ->■

FIGURE #10

This is what the system OPTION MENU
(with the default values) looks like.

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